



ADMINISTRATIVE PROCEDURES

SUBJECT: COVID-19 Procedures

The Lambton Kent District School Board is committed to:

- Providing a safe and healthy work environment for its employees; and
- Taking every reasonable precaution to prevent the transmission of COVID-19 to employees and students.

This procedural guideline has been developed to guide principals and school communities regarding the steps that must be taken in the event of a confirmed case of COVID-19 in a school. Lambton Kent District School Board's Administrative Procedure follows the direction of the Chatham-Kent and Lambton Public Health units regarding confirmed cases of COVID-19.

General Guidelines

Coronavirus (COVID-19) is a respiratory illness caused by a virus that can spread from person to person. The virus that causes COVID-19 is a new coronavirus that has spread throughout the world. COVID-19 symptoms can range from mild (or no symptoms) to severe illness. COVID-19 stands for Coronavirus Disease 2019 (the year the illness was discovered).

It is strongly recommended that all students (or parents/guardians on behalf of students), staff and visitors complete the screening before attending a Lambton Kent District School Board school or facility. It is necessary that all staff, visitors, and students follow the directions outlined in the school screener. The [provincial daily COVID-19 School and Child Care Screening](#) assessment tool is available online. [Click here](#) to download the print version.

COVID-19 Process

Responsibilities

The Principal is responsible for:

- Ensuring that staff within the building are aware of the COVID-19 protocols and this Administrative Procedure.
- Reporting to the Human Resources Officer when they are made aware that an employee is directed by the screener to not go to school/child care due to a positive COVID-19 test.
- Ensuring confidentiality of staff and students as per the *Education Act* and the *Personal Health Information Protection Act* when they are made aware that an employee or student is directed by the screener to not go to school/child care due to a positive COVID-19 test.
- Although COVID-19 is on the reportable disease list as it remains a reportable disease in Ontario, schools are not required to report known or suspected cases of COVID-19 to Chatham-Kent or Lambton Public Health per the direction of the Medical Officers of Health for Chatham-Kent and Lambton Public Health.

COVID-19 PROCEDURES

PROCEDURE NO.:A-AD-165-22

- Any schools with school absenteeism at a threshold of approximately 30% above the school's baseline number must report this information to the local Public Health unit. Further directions will be provided by Public Health, including whether any communication to the school community is required. LKDSB will follow the direction of Public Health regarding public communications, if necessary. Principals should refer to the Absenteeism and Reportable Diseases Reporting Form.
- Maintaining sufficient inventory of Personal Protective Equipment (PPE) such as masks, eye protection, hand sanitizer, and Rapid Antigen Tests masks, eye protection, hand sanitizer, and Rapid Antigen Tests and notifying staff and students of their availability.
- Following the direction of Public Health.

The Human Resource Officer is responsible for:

- Providing further information and guidance to administrators and employees regarding individual employee circumstances or accommodation.

Staff is responsible for:

- Ensuring continuation of learning for any students directed to isolate by the school screener and/or Public Health by providing asynchronous learning activities.

The Public Relations Officer is responsible for:

- Acting as a liaison between the LKDSB and Chatham-Kent and Lambton Public Health.
- Posting notices to the COVID-19 advisory section of the Board and school websites related to closures of schools.

The COVID-19 Lead is responsible for:

- Reporting to the Ministry of Education when a school is closed, or as required.

The Manager of the Facilities Operations is responsible for:

- Maintaining sufficient inventory of Personal Protective Equipment (PPE) such as masks, eye protection, hand sanitizer, and Rapid Antigen Tests, and supplying schools as required.

The Health and Safety Officer is responsible for:

- Ontario Ministry of Labour, Immigration, Training and Skills Development (MLITSD) as per Section 52(2) of the Occupational Health & Safety Act, where the LKDSB is advised by an employee or on behalf of an employee that a LKDSB employee has a laboratory confirmed case of Occupational related COVID-19 or that a claim in respect of a laboratory confirmed case of Occupational related COVID-19 has been filed with the Workplace Safety & Insurance Board by or on behalf of a LKDSB employee, in writing within in four days of being so advised. This notice will be consistent with what is required by the Occupational Health and Safety Act and corresponding regulations.
- The appropriate Joint Health & Safety Committee (JHSC) will be notified as required in Section 52 of the Occupational Health & Safety Act.

Public Health Units are responsible for:

- Advising schools and boards of education on COVID-19 prevention (including hierarchy of controls) and preparedness for managing COVID-19 cases, contacts and outbreaks, in conjunction with advice provided through the Ministry of Education and Ministry of Health.
- Outbreak determination and management, including if a school closure is required, in collaboration with the school and other relevant partners.
- Determining when the outbreak can be declared over.

Communicating with the school community

Lambton Kent District School Board has created COVID-19 advisory web pages on the Board website, which are also accessible on the school websites.

If public health advises that a school will be closed for a period of time, parents/guardians, students and staff will be notified immediately. Notice of any closures of schools will be posted to the Board and relevant school COVID-19 advisory web pages.

Operational Guidance: COVID-19 Management in Schools

Outbreak Management

The declaration of an outbreak and when the outbreak is declared over is the responsibility of Public Health.

Reopening the school

The local Public Health unit will provide direction on when the school can reopen and any necessary additional healthy and safety measures, if required.

Management of ill individuals during school hours:

This section applies to students, staff or other members or visitors to the school community, who become ill during the school day and on school premises.

Ill individuals should not attend school. Parents and guardians should screen their children for symptoms of illness every day before school. If a child develops symptoms and are directed through the self-screening to stay home, they should stay home. Those residing in the same household should follow the direction of Public Health, their health care provider, and/or the school screener.

School staff and visitors are encouraged to self-screen. The COVID-19 school screening tool is available to support parents and guardians, students, staff and essential visitors and its direction must be followed.

Students should speak to a staff member immediately if they feel ill.

Implementation Date: September 3, 2020

Revised: September 28, 2020, October 5, 2020, November 16, 2020, February 3, 2021,
February 12, 2021, October 31, 2022

References:

- [Management of Cases and Contacts of COVID-19 in Ontario](#)
- Emergency Preparedness [Policy](#), [Regulation](#) and [Pandemic Influenza Protocol/Plan Administrative Procedure](#),
- [Health Related Emergency Procedures](#)
- [Infection Control: Routine Practices / Universal Precautions](#)
- [Provincial Daily COVID-19 School Screening](#) (online version), [Print version](#)
- [Chatham-Kent Public Health](#)
- [Lambton Public Health](#)